

STATE OF HAWAII  
DEPARTMENT OF DEFENSE  
OFFICE OF THE ADJUTANT GENERAL  
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495

JOB VACANCY ANNOUNCEMENT AGR-AIR FY16-032

1 April 2016

POSITION: Recruiting & Retention Manager, DAFSC 8R200, POSNR 0703370, 0703379, 0703371, HQ HIANG (C52IFL4M), Hawaii Air National Guard. (To establish a List of Eligible)

TYPE OF APPOINTMENT: Full-Time Military Duty (Title 32, USC 502(f)) – Three (3) year tour length.

LOCATION: **JBP HH, Oahu, HI**

CLOSING DATE: 15 April 2016

RECRUITMENT AREA: Present enlisted members TSgt (E-6) promotable to MSgt (E-7) of the HIANG. (**See NOTES TO APPLICANTS**)

SUMMARY OF DUTIES:

1. Initiate and follow-up on all personal contacts with prospective applicants to discuss overall opportunities of the ANG.
2. Assist the RRM in the planning and organizing of recruiting activities.
3. Assist the RRM in developing an annual strategic plan to include goals and objectives, recruiting and retention activities, financial planning and advertising and marketing initiatives.
4. Assist the RRM in management and administration of unit/squadron level retention programs to include Career Motivation Program (CMP), Unit Career Advisors (UCAs), Montgomery G.I. Bill (MGIB), MGIB Kicker and ANG Incentive Programs.
5. Maintain locally established recruiting production standards to meet enlisted and officer unit and state strength requirements.
6. Utilize the Air Force Recruiting Information Support System Total Force (AFRISS-TF) to its fullest capabilities.
7. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components.
8. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel).
9. Report unfavorable publicity or conditions that might result in unfavorable public reaction to the appropriate officials.
10. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations and all enlistment actions.
11. Develop school programs to include presentations to members of educational institutions.
12. Coordinate formal presentations to community influencers and other organizations as

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requested.

13. Provide recruiting assistance to ANG personnel engaged in recruiting activities whom may be in direct contact with the public and news media representatives (i.e., air shows, career fairs, presentations).
14. Conduct Center of Influence (COI) events.

### **SPECIALITY QUALIFICATIONS:**

1. Must be knowledgeable of the organization, mission, and operations of the ANG.
2. Comply with military duty eligibility requirements IAW ANGI 36-101.
3. Be in the grade of E-6 (Promotable) Technical Sergeant.
4. Must currently be an 8R000.

### **ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI:**

5. No history of emotional instability, personality disorder, or other unresolved mental health problems.
6. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
7. Must possess a valid state driver's license to operate government motor vehicles (GMV) IAW AFI 24-301, Vehicle Operations.
13. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct or engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

Details of the above stated "SUMMARY OF DUTIES" are contained in the applicable description of duties and responsibilities in the Air Force Enlisted Classification Directory (AFECD or AFOCD), 31 October 2014 located at: <https://gum-crm.csd.disa.mil/app/answers/list/kw/afecd/>.

Per ANGI 36-101, paragraph 5.2. The intent of the AGR program is to assess AFSC qualified individuals. Retraining is not authorized to fill this duty position. All applicants must be qualified in AFSC 8R000. This position is a Fenced Program Element Code (PEC).

**TO APPLY FOR THIS VACANCY, SELECT THE LINK BELOW AND FOLLOW THE AGR APPLICATION PROCEDURES**

<http://dod.hawaii.gov/hro/agr-resources/>